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[REDACTED] PERSONNEL

AN INSTRUCTIONAL GUIDE IN THE USE OF THE PERSONNEL EVALUATION REPORT

1. GENERAL

In accordance with the basic personnel policy of the Organization, a program of personnel evaluation has been established as a principal means of developing the most satisfactory working relationship between each individual and his supervisor.

To insure a fundamental understanding of the objectives of personnel evaluation and to get under way the initial program of personnel evaluation reporting throughout the Organization, it is important that each individual in the Organization become thoroughly familiar with

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[REDACTED] Personnel Evaluation.

2. DEFINITION OF PERSONNEL EVALUATION

"Personnel evaluation" is a supervisor's considered and judicious appraisal of the performance and capabilities of each individual for whom he is immediately responsible.

This evaluation is in terms of the requirements of your current position and your potential for long-term service with the Organization. It is not a performance or an efficiency rating in the sense that you are compared with others on the basis of a predetermined adjectival or numerical scale.

The significance of this personnel evaluation program lies in the constructive action which will be taken to develop and use your abilities

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and potentialities most effectively. Therefore, the report is particularly important in connection with the determination of your next assignment on completion of your present tour of duty.

3. SPECIFIC USES OF PERSONNEL EVALUATION

To identify each person's aptitudes, knowledge, skills, and interests.

To promote discussions between supervisors and those supervised concerning work performance and career development.

To increase individual efficiency by spotting and correcting specific problems and deficiencies and helping in the development of desirable traits.

To serve as a basis for individual plans for career development.

To identify outstanding service.

To identify individuals who fail to perform as effective members of the Organization.

To identify the need for training, reassignment, rotation, promotion, demotion, separation, and other formal personnel actions.

To indicate suitability for re-employment for each individual in the process of separation from the Organization.

4. FORM AND FREQUENCY OF PERSONNEL EVALUATION REPORTS

The Personnel Evaluation Report (Form No. 37-151B), is the official form that has been approved for recording personnel evaluations.

[redacted] outlines the types of Personnel Evaluation Reports. Read this Regulation thoroughly; it gives you the basic doctrine of the personnel evaluation program of this Organization.

5. PERSONNEL EVALUATION REPORT - Form No. 37-151B

Page 1. The Cover and Routing Sheet.

The Personnel Evaluation Report has been designed as an important element in the Organization Career Service Program for continual evaluation of performance and potentialities is inherent in any soundly organized career service.

Page 2. Inside Front Cover.

An Evaluation Officer (administrative or personnel officer) has been assigned the responsibility for necessary administrative activities connected with the personnel evaluation program in each organizational component. The Evaluation Officer will initiate action on Form No. 37-151B by entering the identifying data in items 1 through 6 and forwarding the form in duplicate to your supervisor.

The instructions given on the second page of Form No. 37-151B provide some generally helpful suggestions. If you have any questions about these instructions, be sure to discuss them with your supervisor, if he is available.

Keep in mind that frank discussion between you and your supervisor is desirable whenever practicable, both before filling in the form and after it has been reviewed. Such discussions should include a thorough explanation of the objectives of the personnel evaluation program and the responsibilities for following-up the recommendations and suggestions contained in the report.

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6. PAGE 3. FRONT OF THE REPORT FORM

Items 1 Since the Evaluation Officer will fill in items 1 through through 6, it will only be necessary for you to check over the 6. following items to make sure that they are correct.

Item 1. Is your name given and spelled as you use it for Organization purposes? Use your pseudonym if one has been assigned.

Item 2. Are your present grade and career designation the same as and 3. the ones shown on this form?

Item 4. Is your present position title the same as the one shown?

The approved station designation, for communication purposes, should be used.

Item 6. Your first Personnel Evaluation Report will be

Subsequent reports will be "Regular" or "Special".

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Items 7 You will fill in these items. In addition to the instructions through given in the report form, keep in mind the following 9. suggestions:

Item 7. This form must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information or methods of operation, it is normally expected that a complete and realistic statement of major duties may be reported. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the description of the major duties of certain other employees, would jeopardize security and should not be reported on the form. In these cases, a

very general statement of duties will be reported on the form and a more detailed description of duties will be prepared on another sheet of paper and transmitted to headquarters separately. Such a separate statement will be identified as a supplement to the Personnel Evaluation Report for the particular period covered. It will be addressed to headquarters through channels and will be signed in pseudonym by the employee, his supervisor and the reviewing official. The dissemination of information contained in the supplement will be controlled appropriately in headquarters.

In preparing the general statement, care should be exercised to avoid security compromise. No names, operational techniques, objectives or purposes of the operation should be included. Duties and operational requirements will be described so as to indicate the level of responsibility involved and enable reviewers at headquarters to understand and appraise your supervisor's evaluation.

Item 8. Give the course title, such as "Elementary German," "Advanced Statistics," "Geography of the Antarctic," under name of course.

Location means the institution and the city and, if necessary, the state and county.

Length of course in months: Specify the number of semester or quarter hours of credit.

Item 9. Date completed: Do not write the month as a numeral. Give considerable thought to these questions; rough out your reply before filling in the form. Give the date (month and year) when your current tour of duty will expire and indicate your preference (1st and second choice) for your next assignment.

Items 11 through 18. These items will be filled in by your supervisor as of the end of the period covered by the report. If you have been under more than one supervisor for the period of this report, your supervisor will usually consult your previous supervisors, if practicable, before filling in these items.

Item 11. Your supervisor will briefly describe your performance on the major duties listed under item 7, in this space.

7. PAGE 4. BACK OF THE REPORT FORM

Item 12. This item gives your supervisor an opportunity to describe the most noticeably good or outstanding aspects of your performance.

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Item 13. Each of us can improve his total performance on the job by giving attention to details that may be overlooked in the press of getting each day's work done. Where improvement can be made, it is helpful to know about it.

Item 14. The purpose of this question is to give careful attention to potentialities that may be developed.

Item 15. This question gives your supervisor an opportunity to indicate other duties which may better suit your abilities.

Item 16. The supervisor will make recommendations regarding training and your next assignment. If practicable, this will be done after you have had an opportunity to discuss your interests with him and after he has discussed the opportunities that there may be for you in training or rotation plans with the reviewing official. The recommendations contained in this item must be the supervisor's, but their value will depend upon your interest and the practicality of the suggestions.

Item 19. Do not complete this section.

Item 20. Space is provided for comment concerning your suitability for field service and your adaptability to your specific field assignment. In addition, for each individual in the process of separation from the Organization, item 20

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should include a statement regarding that person's suitability for re-employment in the Organization. This space may also be used for overflow from the previous items.

THE PRIMARY OBJECTIVE OF THE PERSONNEL EVALUATION
PROGRAM IS TO PROMOTE THE
FULLEST DEVELOPMENT OF EACH INDIVIDUAL IN THE ORGANIZATION

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